

# Draft Minutes

## ICC Meeting, January 17, 2013 Easter Seals Crossroads, 4740 Kingsway Drive, Indianapolis, IN

*Present:* Dawn Downer, Donna Driscoll, James Elicker, Becky Haymond, Paul Hyslop, Danny O'Neill, Robyn Nelson, Jamie Stormont-Smith, James Vento

*Absent:* Melanie Brizzi, Mark Davy, Susie Lightle, Kimberly Minniear and Stephanie Woodcox

Dawn Downer called the meeting to order at 10:20 am.

### **Approval of November 15, 2012 Minutes**

Minutes approved with 8 ayes and 1 abstention

### **Committee Work and Reports**

The ICC has initiated four working committees and invited family members and professionals to participate on the working committees. Twenty-six individuals have volunteered, of which 20 were able to attend today's meeting and participate in the four working committees. At 10:30 am, the Council broke into working committees with the purpose of outlining past work and determining goals and a work plan to initiate efforts.

At approximately 11:45, the ICC reconvened and committee chairs shared a brief summary of their work. The written summaries of their work/action plans are attached to these minutes.

1. Community Integration working committee included Dawn (acting chair) and three volunteers: The focus of this committee will be to ensure that First Steps works collaboratively with other services and agencies. This committee will explore developing guidelines for working with community agencies; and look at offering professional development activities for First Steps providers to assist them as they assist families in connecting with community resources.
2. Consistency/Quality of Services committee included Jim V, Donna, Becky (acting chair), Paul, and 14 volunteers. This committee discussed the results of a survey conducted by Becky Haymond and asked that the results be included in an upcoming edition of the Training Times. It will focus initial efforts on completing a manual for Eligibility Determination Team members, and the development of training to inform First Steps providers on the roles and responsibilities of EDT members.
3. Family Engagement committee included Robyn, Danny (acting chair) and four volunteers. The focus of this committee is the engagement of families in the First Steps process; and using social media to make that happen. Initial efforts will include surveying families to find out how they are currently getting information and how they would prefer to receive information; and establishing a First Steps Facebook page for families.
4. Professional Development committee included Jim E (acting chair), Jamie, Christina (First Steps consultant), and five volunteers. A major focus of this committee is to increase both awareness and implementation of best practices across programs serving infants, toddlers, and their families, including First Steps. Initial steps include reviewing the current Best Practices document and determining how a Best Practice framework

could be used for providing training and building collaborative efforts (e.g., UTS, ITSI, Early Head Start, etc.)

The minutes and work plans of each of the four committees are appended to the end of the ICC minutes.

### **Federal Annual Performance Report**

Each year First Steps is required to submit an Annual Performance Report to the Office of Special Education and Rehabilitative Services, U.S. Department of Education. Dawn reviewed a draft of the Annual Progress Report. A copy of the Annual Performance Report is attached to these minutes.

Dawn shared that in the past three ICC has agreed to use the APR as its required annual report to the Governor. Dawn suggested that the ICC summarize the major findings of the APR into a one-page cover sheet that First Steps will send to state legislators, and include a link to the full report

Motion to accept the APR as the ICC's report to the governor was made and approved by all present.

Dawn shared that the current State Performance Plan has expired. The state is waiting for the federal government to issue guidance for completing the next Plan. Once that guidance is received, First Steps will ask the ICC and its working committees to contribute to the development of a new State Performance Plan. Dawn shared that Indiana has generally done very well in meeting all indicators in the past State Performance Plan.

### **Part C Coordinator's Report**

- Christina Madsen has been working with FSSA in creating new FS website (see Handout). Dawn shared the content design of the website (<http://www.firststeps.in.gov>)
- The federal Part C/early intervention grant application is due in April. First Steps staff have begun working on the grant application. Dawn noted that there were some programmatic/procedural changes that would need to be made in response to new Part C regulations.
- First Steps staff are also revising the Eligibility Determination Team manual, including pulling together all changes into one document. There will be two releases: one that covers procedures up to the IFSP and one that covers roles and responsibilities after the initial IFSP.
- A First Steps data report covering children and services from 10/1/2011 – 9/30/2012 was shared (see attached report). During this time, First Steps served approximately 22,000.
- Expenditures for First Steps currently include a \$2 million gap. First Steps staff are looking at various strategies for closing that gap without increasing family rates or decreasing provider rates. Dawn noted that billing insurance currently exists as the largest possible funding source for closing the funding gap. They are also looking at better collaboration with the Department of Health's Children with Special Health Care Services as another possible funding source.

- Christina provided an update on the development of a new First Steps logo update. She noted that some changes have been made, including color and fonts; but they are looking to keep the baby as part of the logo.
- For future consideration of the ICC, at a future meeting the ICC needs to elect Chair and Vice Chair. Bylaws state that one of those positions has to be a parent of a child with a disability.

**Public Comment**

Dawn acknowledged and thanked the audience for their contributions to the working committees.

There were no public comments.

**Meeting adjourned at 1:50 pm**